



**Washington State  
Department of Transportation**

**Paula J. Hammond, P.E.**  
Secretary of Transportation

**Washington State Ferries**  
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David Moseley  
Assistant Secretary for the  
Ferries Division

March 2008

**Dear Potential Applicant:**

For summer 2008 Washington State Ferries (WSF) will be hiring 3-6 individuals for the Information Department.

Positions in the Information Department are **part-time, on-call**.

Please review and read this entire packet of information. By reading this entire packet you will know:

- 1) the steps in the hiring process
- 2) the approximate time-frame for each step
- 3) what it means to be on-call

All permanent, full-time positions in the Information Department are filled from the on-call pool of employees. If your desire is to pursue a career with Washington State Ferries you must start off as an on-call employee.

The starting wage for our Information department is \$15.83 per hour.

There are several steps to the hiring process and those steps are indicated below in this letter and on the checklist. Each step in the process must be successfully completed to be hired by WSF.

Please remember: your application must be completely filled out, dated and signed in all required spots and received by WSF by the **Application Deadline** to be considered for employment.

Please do not call WSF to confirm that your application was received – within 3-5 business days of WSF receiving your completed application you will be sent a confirmation notice that your application was received.

The checklist shows the necessary steps to successfully complete the WSF application and hiring process. Please note the following **approximate timelines**:

- **Application Deadline:** no later than 5:00 pm, Monday, 3/24/2008
- Interview Timeframe: 4/1/08 – 4/11/08.  
WSF will not begin setting up interviews until last week of March
- All other steps in the process: Mid-April – Mid-May
- Orientations: the orientation will begin in May

If you have any questions about this process you may call Denise Freeman-Hayes in Human Resources at 206-515-3437.

Sincerely,

**Washington State Ferries**  
Human Resources

